

Personnel

Education and Training
Programs

**Professional Renewal
Leave Program (PRL)**

PURPOSE:

- .01 The Professional Renewal Leave (PRL) Program provides the opportunity for professional revitalization and development to a limited number of Laboratory managers or Technical Staff Members who have made outstanding contributions to Laboratory efforts. Employees may be assigned to an alternate Laboratory organization (Internal Program) or to a program or organization external to the Laboratory (External Program). Assignments are subject to the programmatic needs of Laboratory organizations and are based on technical and programmatic relevance to ensure mutual benefit to the Laboratory and to the employee.

ELIGIBILITY:

- .02 The candidate must meet the following requirements:
- Be a regular full-time exempt employee (manager or Technical Staff Members),
 - Have made outstanding contributions to Laboratory efforts, and
 - Have a workable plan of research or other activity that is relevant to a Laboratory program and to the candidate's expertise.

INTERNAL PROGRAM:

Definition

- .03 The Internal Professional Renewal Leave Program provides the opportunity for professional revitalization or development through an assignment to another Laboratory organization.

Length of Leave:

- .04 The leave period must not exceed 12 months.

Program Costs:

- .05 The full-time position costs associated with the Internal Professional Renewal Leave may be borne equally by the employee's organization and the host

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organization, or the costs may be negotiated by the candidate's home organization and the host organization.

Return to Organization: .06 Upon completion of the PRL, the employee returns to the home organization. The employee on PRL is not guaranteed a return to the same position or job assignment; the home organization may determine the employee's title, position and assignment based upon programmatic or operational needs.

Pay Status: .07 Pay status (compensation and benefits) is retained during the term of the program assignment and upon return to the home organization.

Salary Increases and Performance Review: .08 Performance appraisals and salary increases are determined by the home organization with input from the host organization.

Approvals: .09 The employee's application for the program requires approval from the appropriate group and division management of the home and host organizations. If the assignment crosses directorates, the Associate Director (AD) of each organization must approve the appointment.

EXTERNAL PROGRAM:

Definition: .10 The External Professional Renewal Leave Program provides the opportunity for professional revitalization or professional development through an assignment to a program or organization external to the Laboratory.

Length of Leave: .11 The leave period must not exceed six months.

Program Costs: .12 The Laboratory sponsoring organization bears all costs associated with External Professional Renewal Leave.

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- Travel:** .13 Employees on PRL may be placed on Extended Travel. See the [Travel Home Page](#) for more information.
- Note:* An employee considering a foreign PRL assignment or whose domestic assignment involves foreign travel must comply with Laboratory foreign travel requirements. See the [Travel Home Page](#).
- Return to Organization:** .14 Upon completion of the PRL, the employee returns to the home organization. The employee on PRL is not guaranteed a return to the same position or job assignment; the home organization may determine the employee's title, position and assignment based upon programmatic or operational needs.
- Salary and Benefits:** .15 Salary payments, vacation, sick leave, and other benefits continue. Employees on PRL are eligible for salary increases and should be given the same consideration given regular, full-time and part-time employees. Employees are encouraged to contact the Benefits Group in Human Resources Division prior to leaving to discuss their benefits.
- Security Clearance:** .16 Unless DOE approves an exception, DOE requires that an employee's security clearance be terminated when the employee is on external Professional Renewal Leave for a continuous period of more than 90 calendar days.
- Approvals:** .17 Group- and division-level managers review and approve the External Professional Renewal Leave request. After the necessary approvals are obtained, Human Resources validates that all PRL program guidelines are met and coordinates final details of the leave.
- POINT OF CONTACT:** .18 Contact Human Resources Division for further guidance on this policy.